

Muskegon Fire Department
Fire Prevention Bureau
75 W. Walton Ave.
Muskegon, Michigan 49440
(616) 724-6793

Fire Safety Audit Worksheet

Business Name: _____ Address: _____

INSTRUCTIONS: Please circle your "Yes" or "No" answer to each question or circle "NA" if the question does "Not Apply". All "No" answers indicate unsatisfactory conditions requiring attention, and a comment on each such item must be on reverse side showing action taken to correct. When this worksheet is complete and all corrections made, please sign and date bottom of worksheet and return by May 15 to the City Clerk, City of Muskegon, 933 Terrace, Muskegon, Michigan 49440. Also, return your Business Registration Form at the same time. If you have questions, please call 724-6792 and ask for the Fire Inspector.

HOUSEKEEPING

- | | | | |
|--|-----|----|----|
| 1. Are spaces, including under stairways and around heating devices kept free of accumulated combustibles? | Yes | No | NA |
| 2. Are ashtrays emptied into non-combustible containers daily? | Yes | No | NA |
| 3. Is the outside dumpster kept at least 5 feet away from combustible walls, windows and doors and is the lid kept closed? | Yes | No | NA |
| 4. Are flammable and combustible liquids like gasoline, oil, etc. stored in approved containers and do not exceed a total of 10 gallons? | Yes | No | NA |

EXITS

- | | | | |
|--|-----|----|----|
| 5. Are exitways and doors easily recognizable, unobstructed and unlocked during business hours? | Yes | No | NA |
| 6. Are all illuminated exit signs and/or emergency lighting systems working properly? | Yes | No | NA |
| 7. Are all automatic closing doors kept unblocked and working properly? Do they close and latch? | Yes | No | NA |

ELECTRICAL

- | | | | |
|---|-----|----|----|
| 8. Electrical panel has a minimum of 30" clearance, all circuits are labeled, and breakers are free from tape or other devices that keep breakers from operating? | Yes | No | NA |
| 9. Are all electrical covers for outlets, switches and junction boxes in place? | Yes | No | NA |
| 10. Are all electrical devices properly grounded? | Yes | No | NA |
| 11. If multi-outlet adapters are used, does the adapter have its own fuse or breaker? | Yes | No | NA |
| 12. Extension cords are used as temporary wiring only, not in place of permanent wiring and only used for one portable appliance? | Yes | No | NA |

HEATING

- | | | | |
|--|-----|----|----|
| 13. Is your heating equipment in good working order and free of lint and dust accumulation? | Yes | No | NA |
| 14. Are portable heaters equipped with automatic safety shut-off devices? | Yes | No | NA |
| 15. If you have a boiler, has it been inspected within the last year, and is the current boiler inspection posted? | Yes | No | NA |

FIRE PROTECTION

- | | | | |
|---|-----|----|----|
| 16. Are fire extinguishers properly mounted, accessible, and inspected by a certified company within the last year? | Yes | No | NA |
| Date of Inspection: _____ By: _____ | | | |
| 17. Are employees familiar with the use of portable fire extinguishers? | Yes | No | NA |
| 18. Do all apartment units have smoke detection? Are they checked periodically? | Yes | No | NA |
| 19. Cooking ventilation hood fire suppression system has been inspected and tagged by a certified company within the last six months? | Yes | No | NA |
| Date of inspection: _____ By: _____ | | | |

MISCELLANEOUS

- | | | | |
|--|-----|----|----|
| 20. All holes in walls and ceilings are patched; ceiling tiles are in place and in good condition? | Yes | No | NA |
| 21. All compressed gas cylinders are secured to prevent falling? | Yes | No | NA |
| 22. Is the gas meter, regulator, and exposed piping protected from vehicular traffic? | Yes | No | NA |
| 23. Is address visible, legible, of a contrasting color, and permanently posted on building? | Yes | No | NA |

Date

Signature of responsible party

Print name of responsible party

Business Phone Number

Comments: _____

Please use the back of this form for additional comments or explanations. Thank you for your cooperation and concern for your fire safety.

Make a copy of this form for your records and return the original to:

City Clerk
City of Muskegon
933 Terrace Street
Muskegon, Michigan 49440